



POLICY STATEMENT

NO. 2.26.02

COORDINATED BY: Office of Academic Affairs

EFFECTIVE: February 21, 2012

REVISED: January 14, 2021

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SUBJECT: UNDERGRADUATE ACADEMIC PROGRAM COORDINATORS

I. PURPOSE

To set forth the responsibilities of each undergraduate academic Program Coordinator.

II. POLICY


Each undergraduate academic degree program at LSU Shreveport is assigned a Program Coordinator who has an appropriate and corresponding terminal degree or other qualifying credential in the relevant academic discipline. Departments with multiple academic programs should appoint an appropriately credentialed Program Coordinator for each program.

The Program Coordinator is responsible for overseeing curriculum development and review. This oversight includes:

- Course revisions and additions
- Program revisions and additions
- Number of sections of courses to offer each semester
- Course distribution
- Equipment maintenance and purchase
- Library resources review
- Textbooks/instructional materials review
- Program and course evaluation
- Annual program assessment reporting to the Office of Academic Affairs

Revised: January 14, 2021

AUTHORIZED BY:

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Helen Clare Taylor
Provost and Vice Chancellor for Academic Affairs

03/05/2021
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